

**CHANGE**

**U.S. DEPARTMENT OF TRANSPORTATION**  
FEDERAL AVIATION ADMINISTRATION

1100.2C CHG 22

1/5/93

**SUBJ: ORGANIZATION-FAA HEADQUARTERS**

- 1. PURPOSE.** This change contains revised pages to Chapter **53**, Office of Aviation Medicine.
- 2. EXPLANATION OF CHANGES.** This change transfers the Substance Abuse Program from the **Office of Labor and Employee Relations (AIR)** to the Office of Aviation Medicine. The functional responsibility covers the employee substance abuse program, including drug testing. The office of Aviation Medicine is currently responsible for the Aviation Industry Substance Abuse Program. This change will collocate these similar programs within the Office of Aviation Medicine.
- 3. DISPOSITION OF TRANSMITTAL.** After filing the revised pages, this change transmittal should be retained.

**PAGE CONTROL CHART**

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Acting Assistant Administrator for Policy, Planning,  
and International Aviation



(3) Develops, recommends, and administers policies and procedures for the Office of Aviation Medicine in areas of:

- (a) Organizational and program planning, including emergency readiness for all elements of the office.
- (b) Budget and financial management.
- (c) Information Resources Management.
- (d) Organization and staffing.
- (e) Human resource management, training, and utilization.
- (f) Office physical security.
- (g) Management analysis.
- (h) Personnel management operations.

#### 53411. MEDICAL SPECIALITIES DIVISION.

a. This division provides professional advice and technical knowledge to the Federal Air Surgeon, other AAM divisions, and other agency elements with respect to medical rulemaking, research, psychiatry, medical certification, accident investigation, and occupational health.

b. With respect to the foregoing, this division:

- (1) Develops, recommends, and promulgates medical standards regulations for airmen as well as medical elements of rules, agency orders, policies, and procedures for other agency programs.
- (2) Develops, recommends, administers, and evaluates policies, standards, and procedures for the FAA Health Awareness Program.
- (3) Operates a medical treatment facility in Washington Headquarters which provides for the treatment of emergency on-the-job injuries and illnesses.
- (4) Develops and recommends rules and regulations regarding agency medical programs.
- (5) Reviews, evaluates, and makes recommendations regarding medical programs, including the aviation medicine research program.
- (6) Serves as focal point for all international aviation medicine activities and ensures compliance with international agreements.
- (7) Provides medical review of all positive drug cases involving Department of Transportation employees.
- (8) Monitors post rehabilitation status of employees in safety related positions.
- (9) Provides professional advice and technical support to the Federal Air Surgeon.

(10) Supports the identification of research requirements and the coordination of AAM research with FAA offices.

(11) Provides expert consultation to FAA offices regarding research results.

(12) Develops, recommends, and promulgates medical standards for FAA ATC personnel, and develops, recommends, and promulgates orders, policy and procedures for the ATC Health Program of the agency.

(13) Develops and recommends policies, directives, standards, and procedures, and implements FAA internal substance abuse testing programs as they pertain to FAA employees.

#### 5342. AEROMEDICAL CERTIFICATION DIVISION.

a. This division administers the national program for airmen medical certification and implements the principles of aviation medicine that will be applied to all aspects of the National Airspace System.

b. With respect to the foregoing, this division:

- (1) Develops, recommends, administers, and evaluates standards, and procedures for all FAA medical certification activities and associated recordkeeping systems; provides professional and technical guidance to all elements of the agency engaged in such certification and recordkeeping activities.
- (2) Manages a national repository of airmen medical records and a system for processing medical applications and issuing or denying medical certification.
- (3) Administers the review systems for the professional evaluation and adjudication of applications for medical certification.
- (4) Makes recommendations to the Federal Air Surgeon on the disposition of referred airman medical qualification cases, and operates a system for processing special issuance cases.
- (5) Develops and recommends medical specifications for aircraft certification activities.
- (6) Provides the substantive medical input, or assures the technical adequacy of medical content, for all agency regulations, rules, policies, standards, and procedures.
- (7) Evaluates the effectiveness of national, international, and field administration of medical certification and related aeromedical activities.
- (8) Evaluates, recommends, and administers medical standards, regulations, policies, and procedures with regard

to the **medical** certification of airmen, certain **(non-FAA) ATCS's**, and for others concerned with flight activities.

(9) Develops and furnishes **biostatistical** data from airman medical records.

(10) Recommends and develops rules and regulations necessary to administer the airman certification program.

(11) Establishes and maintains operating standards and procedures to ensure an effective and efficient airman **certification** automated processing system.

(12) Monitors **AME** performance and provides statistical data to the **Aeromedical** Education Division to ensure quality assurance for efficient management of the **AME** program\*

(13) Establishes, administers, and maintains standards and procedures to ensure an effective and efficient system for the electronic transmission of **FAA Form 8500-8**, Application for Airman Medical Certificate or Airman Medical and Student Pilot Certificate, medical data and the FAR-required electrocardiograms.

(14) Develops and administers Office of Aviation Medicine operating directives and procedures to the "DWI Rule" as established in the Federal Register (55 FR 31300; August 1, 1990) and under the direction of the Assistant Administrator for Civil Aviation Security.

(15) Develops and administers internal operating directives and procedures for the aviation drug and alcohol program as it pertains to holders of medical certificates under **Part 67** of the regulations.

### 53-13. AEROMEDICAL EDUCATION DIVISION.

a. The **Aeromedical** Education Division develops, maintains, and administers aviation medical education programs to meet the needs of the agency.

b. With respect to the foregoing, the division:

(1) **Administers** a centralized program for the selection, designation, training, and management of physicians appointed to conduct aviation medical examinations of civil airmen throughout the United States and abroad.

I (2) ~~Withdrawn—CHG.~~

(3) Conducts research, standards development, and medical education activities.

(4) Disseminates medical education information through reports, booklets, **films**, and lectures to **FAA personnel** and the aviation public upon approval by the Federal Air Surgeon.

I (5) Serves as the centralized national **resource** for **aeromedical** and scientific data for **all** of the aviation **community**.

(6) Maintains the **aeromedical** library.

(7) Plans, develops, and conducts or arranges **professional** courses and training for FAA inspectors, and **medical** personnel in aviation physiology, global **survival**, **medical** aspects of **aircraft** accident investigations, and **aviation and occupational medicine**.

(8) Plans, develops, and administers **national centralized** medical education programs for airmen, including **medical** exhibits in support of aviation safety and the national **high altitude indoctrination** program under the FAA/USAF/USN/NASA agreements, in support of the **National Accident Prevention Program**. The results of **research** programs are incorporated where appropriate.

(9) Conducts a residency program in **occupational/aviation** medicine.

(10) Plans, develops, conducts or arranges **professional** seminars and training for Medical Review **Officers**, program managers, and consortium managers for the aviation **drug and alcohol** program.

(11) Selects and designates military and **international** Aviation Medical Examiners.

### 53-14. HUMAN RESOURCES RESEARCH DIVISION.

a. This division conducts an integrated program of **field** and **laboratory** research in behavioral, personnel, **organizational**, and human **factors** aspects of **aviation work environments**. Research includes, but is not limited to, **agency work force optimization**, reliability analyses of **human performance**, performance effects of advanced automation **systems**, and the psychophysiological aspects of work **proficiency and safety** in aviation.

b. With respect to these responsibilities, this **division**:

(1) Studies human resources/human factors **issues associated with the current and future National Airspace System** (e.g., pilot controller **communication**, pilot training and **certification**, performance errors).

(2) Evaluates selection and training programs for **selection** personnel (e.g., **controllers** and flight crews) via **longitudinal** data bases of selection test scores, **psychological** measures, and training and job performance to ensure the validity and effectiveness of selection, training, and **certification**.

(3) Conducts research on the **psychological dimensions** of the fit between individuals and their **work environment** to optimize job performance, job satisfaction, and **well being**.

(4) Executes **human factors** research concerned with the influence of **stressors** (e.g., workload and **work shifts**) on

team and individual performance to maximize work **proficiency** and safety in flight and ground environments.

(5) Analyzes the role of biographical, psychological, situational, and organizational factors in supervisory and managerial recruitment, selection, and training systems.

(6) Conducts human factors research to evaluate **operational** performance, human **skill** requirements, and safety implications of proposed advanced automation systems.

(7) Develops dynamic and valid job task analyses **from** which skill requirements and performance **measures** are derived for air traffic control, those in other agency occupations, and pilots.

c. Provides expert advice and assistance to the Federal Air Surgeon and to such agency elements as the Associate Administrator for Air Traffic, the Associate Administrator for Human Resource Management, the Chief Scientist and Technical Advisor for Human Factors and other user elements.

#### 5346. AEROMEDICAL RESEARCH DIVISION.

a. The **Aeromedical** Research Division evaluates clinical, physiological, biochemical, and **bioengineering** aspects of human performance in aviation and air traffic controller environments, both simulated and real, by applying multidisciplinary medical, physiological and biochemical studies; conducts protection and survival research; initiates both in house and contractual research related to improving **performance**; and participates in select site visits to analyze major failures such as accidents or unexplained human performance failure.

b. With respect to the foregoing, this division:

(1) Plans and executes laboratory and in flight studies to determine the effects of civil aviation environment, flight procedures, and equipment upon the human body.

(2) Conducts research into the clinical and biomedical capabilities and limitations relating to the effectiveness and reliability of personnel in the National Airspace System.

(3) Investigates the effects of drugs, toxic chemicals, and certain exposures peculiar to civil aviation on the human body, its tissues, and normal functions.

(4) Studies survivability factors relating to aircraft accidents, including on the scene investigations, as required by the Federal Air Surgeon.

(5) Monitors aircraft cabin safety problems and conducts research into on board equipment and procedures to identify potential safety and efficiency improvements.

(6) Investigates selected general aviation and air carrier accidents and searches for biomedical and clinical causes of the accidents, including evidence of disease and chemical

abuse; analyzes the accident data for selected aviation **populations**; and studies accident survival

(7) Maintains experimental animal facilities to perform laboratory tests **in support of assigned** research projects.

(8) Serves as the agency **central** repository for reports and data concerning the medical and human engineering design aspects of specific accidents that are investigated

#### 5346. OCCUPATIONAL HEALTH DIVISION.

a. This division administers the agency Occupational Health Program for **commercial** aviation industry and agency employees pursuant to **PL 91-596**, the Occupational Safety and Health Act; and agency employees pursuant to Executive Order **12196**, Occupational Safety and Health Programs for Federal Employees, and **OMB Circular A-72, PL 790658, 5 USC 7904**, and **FPM Supplement 7924**, Occupational Health Services for Federal Civilian Employees; and provides professional advice and technical knowledge to the Federal Air Surgeon and other agency elements with respect to physical health conditions.

b. With respect to the foregoing, this division:

(1) Develops, recommends, administers, evaluates and coordinates policies, standards, regulations, and procedures for all FAA occupational health activities and for the agency's Occupational Health Program for commercial aviation industry employees.

(2) Manages the agency Air Traffic Control Specialist Health Program, including the Air Traffic Controller Health Information System.

(3) Evaluates, recommends, and administers the medical standards for the agency **AIFCS** Health Program, and the Federal **Air Marshals' Program**. **Reviews and recommends to** the Medical Specialties **Division**, medical standards for other safety-related occupations, when indicated

(4) Develops, conducts, and coordinates with the Medical Specialties Division projects involving clinical **factors** in aviation safety.

(5) Provides technical guidance and reviews results of medical evaluations performed on **Office of Workman's** Compensation Program cases and makes recommendations to the Federal Air Surgeon.

(6) Provides professional and technical guidance and evaluation for all elements of the agency engaged in occupational health activities.

(7) Conducts **preemployment, preappointment**, and pilot medical examinations, and provides industrial hygiene services for personnel located at the Aeronautical Center.

(8) Provides consultation, **advice**, and emergency treatment for on the job illness or injury for personnel located

at the Aeronautical Center, and provides medical services required to support the Aeronautical Center emergency operations program.

(9) Conducts special programs to evaluate annually Aeronautical Center employees who may be exposed to specific health hazards during the performance of their duties.

(10) Provides industrial hygiene support to the regions for unusual health hazards and suggests steps that would reduce or eliminate the problems.

(11) Provides industrial hygiene support for the Federal Aviation Administration

#### **5347. DRUG ABATEMENT DIVISION.**

a. The Drug Abatement Division is the principal agency element responsible for the development, implementation, administration, evaluation, and compliance monitoring of the aviation drug and alcohol program. The division oversees the national aviation drug and alcohol program as mandated by the Federal Aviation Regulations (FAR) Part 121, Appendix I, which requires air carriers, air taxi/commuters, and certain other aviation employers to implement an ~~it~~ drug programs. It is responsible for developing and implementing other substance abuse abatement programs, e.g., alcohol abuse, as required and, in conformance with statutes or national, DOT, or FAA initiatives.

b. With respect to the foregoing, the division:

(1) Develops, establishes, and coordinates national policy, goals, objectives, and plans related to the implementation of the aviation drug and alcohol program.

(2) Develops, recommends, coordinates, and implements new program initiatives which will further reduce substance abuse in the aviation industry and improve the safety of the American public.

(3) Develops and coordinates national policy and ~~pro-~~cedures for the conduct of compliance efforts relating to the aviation drug and alcohol program.

(4) Serves as liaison with the Office of the Secretary of Transportation, DOT modal elements, National Institute of Drug Abuse, Office of National Drug Control Policy, and other federal agencies on all matters relating to the aviation drug and alcohol program.

(5) Serves as liaison with aviation trade associations, airlines, and other aviation elements affected by the aviation drug and alcohol program.

(6) Develops and coordinates rulemaking actions including responses to petitions for exemption from the aviation drug and alcohol program.

(7) Develops and publishes guidance material and technical information to assist the aviation industry in complying with the regulation.

(8) Develops and maintains an automated information system to assure efficiency and effectiveness in all aspects of the aviation drug and alcohol program.

(9) Evaluates program implementation to determine operational effectiveness and problem areas for correction. Evaluates overall effectiveness of the aviation drug and alcohol program regulations in terms of their impact on the aviation industry.

(10) Coordinates and integrates program activities with other affected operational elements within the agency.

(11) Anticipates and plans for future operational requirements for headquarters and field elements.

(12) Provides program management, technical oversight, and operational guidance to regional aviation drug and alcohol program components.